

AN AGREEMENT BETWEEN THE OFFICE OF LIBRARY AND INFORMATION SERVICES AND THE PROVIDENCE PUBLIC LIBRARY PROVIDING FOR THE PROVIDENCE PUBLIC LIBRARY TO PROVIDE ACCESS TO SPECIALIZED COLLECTIONS AND SERVICES PURSUANT TO CHAPTERS 29-3 AND 29-6 OF THE GENERAL LAWS OF RHODE ISLAND AS AMENDED.

Pursuant to chapters 29-3 and 29-6 of the General Laws of Rhode Island, as amended, the Office of Library and Information Services designates the Providence Public Library to receive in fiscal year 2004 a State grant-in-aid appropriated by the 2003 General Assembly in a total amount of \$880,110 provided that it meet the following minimum criteria:

The collections and services of the Providence Public Library's central facility continue to be available to other free libraries in the State at least 40 hours per week.

The collections and services of the Providence Public Library continue to be available to the residents of Rhode Island cities and towns, other than the City of Providence, at least 40 hours per week.

The Providence Public Library keeps separate financial records for this project and provides quarterly financial reports to the Office of Library and Information Services.

The Providence Public Library provides for administrative review in accounting for State funds, and furnishes substantiation of the use of funds transmitted as an "advance" by the Office of Library and Information Services.

The Providence Public Library makes every effort to accomplish the objectives presented in the attached Program of Service for FY 2004 and submits progress and statistical reports as required by the Office of Library and Information Services.

Payments will be made on a quarterly basis; each payment to be made upon attainment of the milestones enumerated for the prior quarter in the Program of Service.

Any changes or modifications of the terms or conditions of this agreement shall be made only after consultation with and approval of the Chief of Library Services, Office of Library and Information Services.

This agreement made this ____ day of _____ in the year of 2003.

s/_____
Chief of Library Services
Office of Library and Information Services

s/_____
Director, Providence Public Library

PROGRAM OF SERVICE
Statewide Reference Resource Center
Providence Public Library
2003-2004

Throughout the year, the Providence Public Library (PPL) will:

1. Continue to work with staff from the Office of Library and Information Services (OLIS) to plan, develop and fund the Statewide Reference Resource Center.
2. Open the Central Library for service on thirty Sundays, October 19, 2003 - May 23, 2004.
3. Answer reference questions received from all Rhode Island residents by telephone, in-person and by e-mail.
4. Answer email reference questions received through the state government online information portal, RI.gov.
5. Answer reference questions received from all LORI member libraries directly by telephone, e-mail, and fax or through interlibrary delivery.
6. Provide direct access for all Rhode Island residents to PPL's in-depth collections.
7. Make all PPL professional staff available to LORI librarians for consultation, upon request, including development and public relations staff, reference librarians, the interlibrary loan librarian, the Special Collections Librarian, the Collection Development Librarian and the Electronic Information Services Coordinator.
8. Publicize activities of the Statewide Reference Resource Center in conjunction with the LORI Committee and OLIS at expositions and through the library's web site.
9. Provide quarterly reports to OLIS regarding the use of the Statewide Reference Resource Center including the number of reference questions received from the public and the number of calls and subject requests from other libraries.
10. Provide access to the digitized RI Collection photographs through the World Wide Web. Continue to replace music scores weeded as part of the music score retrospective conversion project.
11. Continue to implement the objectives outlined in the Library's Strategic Plan.
12. Work with OLIS to review and revise contractual arrangements between OLIS and PPL.

Additionally, other specific activities will take place during FY2004:

- A minimum of 20 LORI computer application classes will be presented at various public libraries in Rhode Island.
- The Head of Reference and the Head of Shared Resources will visit a minimum of two LORI libraries per quarter to review services and solicit feedback.
- A minimum of one reference training program for professional staff at LORI libraries will be sponsored each quarter.
- Professional staff from the Providence Public Library will attend appropriate professional development programs and training sessions.
- Reviews of new reference materials at the Providence Public Library will be posted on the Providence Public Library website, with links from the OLIS web site.

BUDGET

Program of Service Statewide Reference Resource Center
Providence Public Library
2003-2004

Reference Services:

Backup Reference Assistance to LORI member libraries

Reference questions from other libraries:	\$13,500
Total ILL subject requests:	\$ 4,212

Direct Service to the Public

Total telephone reference questions:	\$316,721
Total in-person reference questions:	\$514,889
Email reference	\$5,788

Subtotal Reference Questions:	\$837,398
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Sunday Service

Open 1 - 5 p.m.,
October 20, 2002- May 18, 2003

Subtotal Sundays:	\$ 20,000
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Skills Development:	\$ 5,000
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Grand Total:	\$880,110
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